

**THE NORTH HAVEN BOARD OF EDUCATION
5 LINSLEY STREET
NORTH HAVEN, CONNECTICUT**

MINUTES

Date: September 12, 2013
7:00 p.m.

THIS MEETING WILL TAKE PLACE AT RIDGE ROAD ELEMENTARY SCHOOL 1341 RIDGE ROAD, NORTH HAVEN , CT 06473

Attendance at this REGULAR Meeting: Anita Anderson, Wesley O'Brien, Carole Franceschet, Alicia Clapp, Bryan Bogen, Jennifer Caldwell, Randi Petersen, Goldie Adele, and Robert D. Cronin, Ph.D., Superintendent of Schools, Melinda McKenna, Director of Curriculum and Instruction, and Kristine Carline, Director of Finance.

Matthew Kerzner was absent.

Mrs. Anderson made the following motion:

Moved: to add a discussion/vote on new teachers

Approved

MOVED: Wesley O'Brien
SECOND: Goldie Adele
AYE: 8
NAY: 0
ABSTAIN: 0

1. Consent Agenda

a. Approval of the Minutes of August 8, 2013

Moved: to approve the items in the Consent Agenda

Approved

MOVED: Alicia Clapp
SECOND: Bryan Bogen
AYE: 8
NAY: 0
ABSTAIN: 0

Items Removed from Consent Agenda:

2. Chairman's Report

Mrs. Anderson reported the following:

- Introduced two high school representatives to the Board of Education. They are Allison Carroll and Jake Houston. Allison and Jake will be attending the Board of Education meetings in the future, and reporting to the Board what is happening at the High School.
- Thanked Phil Diana and the grounds/custodial staff for preparing the grounds and schools for the new school year. Mrs. Anderson stated that there were many upgrades, repairs, cleaning, and painting, done throughout the district and the Board thanks them for all their hard work.
- Mrs. Anderson met with Mr. Freda to discuss school security and the possibility of adding two retired police officers, specifically for patrolling the elementary and middle schools throughout the day. Mrs. Anderson reported that Mr. Freda was receptive to these ideas and will be looking for ways to fund these positions.
- Bus and the cafeteria contracts are up this year and will be going out to bid within the next 4-6 weeks.

- Mrs. Anderson asked for an update regarding the new breakfast program.

Mrs. Carling answered by stating that the breakfast program has had a slow start. She stated that she will be meeting with Chartwells on Monday to discuss the progress and will report back to the Board in October.

3. Report of Standing Committees

a. Finance and Operations

1. Discussion regarding gymnastics team- Discussion tabled until it is brought before the Curriculum, Instruction and Planning Committee
2. Director of Finance and Operation's Report

Mrs. Carling reported that expenses are low, that being so early on in the school year. The teachers/administrators have been encumbering money, hiring and getting things in place for the school year. Once all of this is done there will be more concrete numbers.

Mrs. Carling reported that the district has not received formal notification of funding and will be estimating figures based on history. This information usually comes in November and then finalized in January or February of 2014.

- Mrs. Carling reported the following with regards to transportation:
 - Arrival/dismissal times have improved
 - Constant communication with M & J Bus Company
 - Bids will go out for the Bus Contract within the next 4-6 weeks

There was some discussion regarding transportation and the crowding of busses with students and their sports equipment taking up space on the busses, as well as the sports teams riding the busses.

- Mrs. Carling also reported that the cafeteria bids will go out within the next 4-6 weeks.
- Mrs. Carling stated that the district is getting new printers/copiers, and has decided to go with Cannon, instead of Xerox. This went out to bid and Cannon was one of three companies who bid. The equipment should be arriving shortly.
- Discussion regarding Kelly Services and the possibility of bringing the sub service back into the district. Mrs. Carling will be preparing a cost analysis for the committee to review.
- Discussion on the repairs/maintenance being done around the district, including the old swing set at Green Acres Elementary School. There was concern that the chains on the swing set were dangerous and they were removed. The entire swing set is going to be taken down as well as it is not structurally sound.
- Discussion regarding the "walkers" at schools and whether or not there should be "walkers" at all, especially where there are no sidewalks. Mrs. Carling was going to discuss this with the bus company for any alternatives.

3. Approval of the 2013-2014 Monthly Financial Report

Moved: to approve the 2013-2014 monthly Financial Report

Approved

MOVED: Alicia Clapp
 SECOND: Bryan Bogen
 AYE: 8
 NAY: 0
 ABSTAIN: 0

b. Personnel

1. Approval of Fall Coaches

Mrs. Anderson explained that most of the fall coaches were approved at an earlier Board meeting; however, there were positions that were recently vacated.

All coaches working with students are certified. Coaches with pending certification are in a mentor role and working with the certified coach in place until their certification is complete.

Moved: to approve the Fall Coaches

Approved

MOVED: Bryan Bogen
SECOND: Goldie Adele
AYE: 8
NAY: 0
ABSTAIN: 0

2. Approval of New Teachers for the 2013-2014 school year (added agenda item)

Moved: to approve the 2013-2014 new teachers

Approved

MOVED: Alicia Clapp
SECOND: Goldie Adele
AYE: 8
NAY: 0
ABSTAIN: 0

c. Curriculum, Instruction and Planning

Mrs. Franceschet reported on the following:

- Ms. McKenna reported a smooth school opening. She and Mrs. Carling monitored arrival and dismissal throughout the district for one week, paying close attention to the number of students riding busses, especially Middle School and High School busses.
- SEED (System for Educator Evaluation and Development)
- The Professional Development held on August 27th focused on the new evaluation system. Emily Freel from ACES worked with principals on setting student learning goals. A power point presentation was done for all teachers. Last week she returned to work with coordinators.
- Common Planning Time/Unified Arts Schedules
Schedules have been set up so there is a common planning time each week for grade level/core subject area teachers. This enables coordinators to meet with these groups on a regular basis.
- Psychology
A request for new textbooks for a grade 12 Psychology course was submitted last month. These books have now been purchased for all students taking the course. Mrs. McKenna, having done some research, was able to purchase the books at a discounted rate.

The Curriculum and Instruction Committee will meet next month on October 7th, at 9:30 a.m. at Central Office.

Dr. Cronin stated that Emily Freel, from ACES, who worked with all of our administrators/program coordinators, did a wonderful job working with our district. Dr. Cronin stated that Emily did a very good job with a very difficult subject.

d. Policy Committee

Mrs. Caldwell reported the following:

- Reviewed Policies in Community Relations Section:
 - a. Completed policy on social media
 - b. Will check with High school regarding current use of school television which may impact policy on television, radio and publications.
 - c. Completed policy on staff, students, and board member recognition
 - d. Reviewed policy on soliciting funds from/by students-don't need as it is already in another policy.
- Discussed the next advisory committee meeting agenda – will begin work on community relations section of the policy manual.
- Discussed meeting with the booster club and parent organizational meeting –will plan to meet in late September if possible. Dr. Cronin and Jennifer Caldwell will meet to discuss highlighting changes in proposed policy.
- Handed out copies of policies for next section of the policy manual-Administrative section
- Next meeting is set for Monday September 16th-time to be determined.

Mrs. Anderson recommended that some other board members attend an advisory committee meeting as they are very informative.

5. ACES

Mrs. Clapp reported that ACES met today. Mrs. Clapp stated that Dr. Edmonson informed everyone that he is on a MOOR committee. She explained that it is a legislative committee that is working to establish a common calendar. She reported that this could take up to three years to get this calendar established. Mrs. Clapp reported that the Human Resources Department did a lot of hiring. The ACES budget for this year is \$110 million. Claudette Beamon was appointed Assistant Executive Director of Personnel and Special Services. Mrs. Clapp reported there was an early Head Start update. She stated that with the sequester, the numbers at Head Start dropped from 72 to 54 students. Mrs. Clapp stated that ACES did a lot of maintenance work (e.g. sidewalks, new gym equipment, etc.) She shared a new law that was brought up at her meeting, that being that a child cannot be punished by taking recess away. The next ACES meeting is October 10, 2013.

6. North Haven PTA Council – first meeting will be October 22, 2013

Old News:

1. Adopt-A-School

Mrs. Anderson stated that Board members will be assigned a school at the October Board of Education Meeting.

There was some discussion regarding the Open Choice Program and how it will look in the future, hopefully continuing the program and offering more openings at the elementary level.

7. Enrollment

8. Superintendent's Report

Dr. Cronin reported on the following:

- Smooth opening of the 2013-2014 school year
- Documents for Board listing all the work that was done in the district (e.g. 4 year strategic plan, program development plan, etc.)
- AT & T grant received at NHHS in the amount of \$10,000. This money is going to be used to re-introduce the late buses so that students can stay after for clubs, sports, or extra help. The high school has opened this up to middle school students to utilize as well.

- Public hearing with regards to the new Middle School is being held on September 23, 2013 at 7:30 p.m. in the Theater at NHHS.

9. Director of Curriculum & Instruction's Report

Mrs. McKenna reported:

- Administrators completed their SEED training and took proficiency tests
- Work session for principals to work with Emily Freel from ACES
- Professional Development day – District received power point presentation with regards to SEED ensuring the same message was received in all six buildings
- Teachers have begun writing their student learning objectives.
- District will be using a data management system called Bloomboard to house our teacher evaluation data. All of our teacher demographics have been put into this system and the district is currently working to secure a date for training for principals and computer aides.
- CMT/CAPT results are in and we will be distributing them to parents on September 19, 2013
- Testing update shows that we have the option of not using the legacy test of CMT/CAPT. The waiver has been granted. Mrs. McKenna stated that there should be official word from the State Department of Education within the next couple of weeks.
- North Haven has applied for the Perkins Grant. This grant focuses on career education. This will give the district the opportunity to enhance Family and Consumer Science, Business Education, Marketing and Technology.
- Home room at the Middle School – there is a home room block in place, however students report to their first period class. It is being used as an "advisory" class, on an as need basis.
- Graduation rate for 2012 was 95.4%, 2013 data was not available yet. The dropout rate for the 2012-2013 school year was 2% totaling 24 students. Guidance Office reported that all of these students enrolled in programs such as GED prior to withdrawing from the district.
- In answering some question regarding the GPA system, Mrs. McKenna explained that it is a weighted GPA scale depending on the courses taken.

10. Public Comments

- Dot Logan – commented on the Middle School Building committee comprehensive report done by Tom Jakobitis. She thinks it will be helpful to read that moving forward with the new Middle School
- Carol Adorn – commented on the SEED Evaluation with concerns who will be doing all of these evaluations. Also questions about BYOD (Bring Your Own Device) Policy
- Cherie Gibson – commented in the Ridge Road ID Program
- Anne Benowitz – thanked the Board for the music addition at Ridge Road and shared some PTA events coming up this year.
- Maria Esposito – commented on technology at the elementary schools, because they are severely lacking technology at that level
- Kathryn Chagnon – commented on her concerns regarding Common Core testing
- Dot Logan – commented on district software concerns across the district
- Al Warren – concerns regarding security additions, the breakfast plan, as well as the Chartwells contract

11. Executive Session: to discuss matters of personnel

Moved: approval to go into executive session to discuss matters of personnel @8:45 p.m. Approved

MOVED: Bryan Bogen
 SECOND: Jennifer Caldwell
 AYE: 8
 NAY: 0
 ABSTAIN: 0

Returned to public session at 9:35 p.m.

12. Adjournment

Moved: to adjourn at 8:45 p.m.

Approved

MOVED: Randi Peterson
 SECOND: Jennie Caldwell
 AYE: 8

NAY: 0
ABSTAIN: 0

Respectfully submitted,

Anita Anderson

Anita Anderson,
Chairman

DRAFT